

**Minutes of Regular Monthly Meeting  
Crystal Lake Township Planning Commission  
7:00 PM Aug. 23, 2023  
Crystal Lake Township Hall**

1. CALL TO ORDER at 7:00 pm by Chair Greg Wright

2. ROLL CALL AND RECOGNITION OF VISITORS

Planning Commission Secretary Bill Northway called the roll:

Present: Commission Chair Greg Wright  
Commission Secretary Bill Northway  
Commissioner Mike Pasche  
Commissioner Lee Ewing

Excused: Commission Vice Chair Bill Herd

Staff present: Zoning Administrator Tom Kucera  
Recording Secretary Jeannette Feeheley

Visitors: Many visitors came to attend the meeting that followed the regular monthly meeting, that is, the Township Hall Meeting to solicit public input on the subject of Short Term Rentals – Minutes of that meeting under separate cover.

3. CALL FOR CONFLICT OF INTEREST: None.

4. CORRESPONDENCE:

Wright reported receiving communications by email from Johanna Bridges and from Cathy Morris and he asked that those communications be attached to the Minutes of the Public Forum. He said the letters were supportive of some regulation or short term rentals

5. APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 26, 2023

**Wright asked that the words “and as mandated by the Planning Enabling Act” be added to the first sentence under “Correspondence”. Wright then moved that the July 26, 2023 Minutes as amended be approved. All ayes. Minutes as amended approved.**

6. APPROVAL OF AGENDA

**Wright moved approval of the draft Agenda. Ewing seconded. All ayes. Agenda approved.**

7. PUBLIC COMMENTS: None.

8. REPORTS TO THE COMMISSION

A. Chair Report: Nothing to report.

B. Zoning Administrator Report:

Kucera said he had 34 permits in process. He also reported that he had been subpoenaed

that day to appear in court Aug. 30 in a matter related to air rights and valuation of property, an issue between the Airport Authority and the owners of the Pines Assisted Living property located near the Airport. He also reported that the Kullenberg Case remains in limbo as an administrative stay with the Appeals Court with no date determined if and when the case would come out of administrative stay.

C. Zoning Board of Appeals:

Kucera reported a request he had received for a variance on a lot at the corner of Morrow and Lobb Roads. He said he had notified the owner that more information is yet needed for the application to be considered complete, and payment of the application fee is also needed.

9. UNFINISHED BUSINESS:

A. 2023 Capital Improvement Plan

At the last Planning Commission meeting, Commissioner Pasche had offered to rework some of the draft language so far submitted, and now reported that Township Supervisor Amy Ferris and fellow Commissioner Greg Wright and he had met under their responsibility as the three members of the Capital Improvement Plan Committee, and that Supervisor Ferris had provided additional helpful clarifying language which he had added to the document before them today. After brief discussion, it was agreed that Kucera will add the names of the Capital Improvement Plan Committee (CIP) and of the members of the Planning Commission (PC) as signatories to the letter of recommendation for the 2023 Capital Improvement Plan to be submitted to the Township Board.

**Pasche moved that the recommendation of the Capital Improvement Plan Committee be approved by the Planning Commission and be submitted as their joint recommendation to the Township Board for the 2023 Capital Improvement Plan. Northway seconded. All ayes. Motion approved.**

11. PUBLIC COMMENT: None.

12. OTHER BUSINESS: None.

13. ADJOURNMENT: Wright recessed the meeting at 7:17 pm and announced that the Township Hall meeting to solicit public input on the subject of Short Term Rentals would commence at 7:30 pm as publicly noticed and scheduled.

Respectfully submitted,

Jeannette Feeheley, Recording Secretary

Short Term Rentals Public Forum:

To commence at 7:30 pm that evening at Crystal Lake Township Hall

Next Regularly Scheduled Monthly Meeting:

7 pm, Wednesday, September 27, 2023, at Crystal Lake Township Hall

Attachments:

- 2023 Capital Improvement Plan